

Position Description

Team Leader – Park Heights

The Baltimore Development Corporation is looking for a qualified individual to develop resources for and coordinate implementation of various housing initiatives in the Park Heights community, according to the newly adopted master plan for the area. Park Heights is home to about 30,000 residents and covers a large area in northwest Baltimore City bounded by Northern Parkway, Greenspring Avenue, Wabash Avenue and Park Circle. The Park Heights Master Plan proposes an array of strategies to combat pockets of severe disinvestment and abandonment while stabilizing conditions in adjacent, healthier neighborhoods and targeting City and other funds for capital improvements and commercial/industrial revitalization and redevelopment, over a 10 to 20 year timeframe.

The Park Heights Team Leader will be responsible for coordinating implementation of the master plan.

- The Team Leader will need to
 - Staff the Pimlico Community Development Authority
 - Coordinate/facilitate activities related to implementation of the Park Heights Master Plan
 - Develop resources for implementation of the master plan – public, private and philanthropic
 - Develop and implement a public relations strategy for the Park Heights Master Plan (other public agencies, community groups, elected officials, financial institutions, philanthropic and non-profit organizations, investors, etc.)
 - Regularly report implementation progress
 - Serve as the general point of contact for the Park Heights Master Plan

Qualifications:

- Experience with resource development and public relations
- Experience with housing revitalization and redevelopment programs
- Effective communicator; analytical; results oriented; project management skills;
- Working knowledge of Microsoft Word, Excel, database programs, GIS, or ability to learn quickly.

Knowledge, Skills and Abilities:

Knowledge of: resource development, public relations, housing revitalization and redevelopment programs.

Possesses exceptional interpersonal, analytical, and project management skills.

An excellent decision maker who also possesses persistence and consistently follows-up on all tasks.

Excellent communication skills. Skills in negotiation and presentation delivery before large groups; able to persuasively communicate, both orally and in writing.

Ability to establish and maintain effective working relationships.

Ability to handle conflicting priorities and work schedules and rearrange the work to meet changing deadlines.

Working knowledge of Microsoft Word, Excel, database programs, GIS, or ability to learn quickly.

Education and Experience Requirements:

A Master's degree in Public Administration or a related field **and** 4 years of experience in government or non-profit urban redevelopment **or** an equivalent combination of education and experience.

**Submit resumes to: Nancy Jordan-Howard
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